



## APPLICATION FOR MEMBERSHIP ON THE OAK RIDGE SITE SPECIFIC ADVISORY BOARD

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If you would like to be considered for membership on the U.S. Department of Energy's (DOE's) Oak Ridge Site Specific Advisory Board (ORSSAB), please complete the following steps.

1. Fill in the information requested on the application form.
2. Read the Conflict of Interest form carefully and sign it. If you have any questions about your eligibility, state your concern.
3. Attach any additional information or letters of recommendation in support of your application, and mail with the completed application form to:

Pat Halsey  
U.S. Department of Energy  
P.O. Box 2001, EM-91  
Oak Ridge, TN 37831

Or fax your application to Pat Halsey at (865) 576-2347.

4. For additional information, call the ORSSAB support office at (865) 576-1590.

Name \_\_\_\_\_

Address \_\_\_\_\_ Years lived in community \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_ Fax \_\_\_\_\_

E-mail address \_\_\_\_\_ Cell (optional) \_\_\_\_\_

Occupation \_\_\_\_\_ Current employer \_\_\_\_\_

Work address \_\_\_\_\_

Is your employment involved with DOE activities? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain \_\_\_\_\_

**Background/Interest Groups**

DOE seeks a board that will reflect a diversity of viewpoints. Please indicate which categories of membership interests you believe you represent (check as many as appropriate, and specify the group name where indicated).

- ☐ Academic/Educator. Name of institution: \_\_\_\_\_
- ☐ Economic/Business. Name and nature of business: \_\_\_\_\_
- ☐ Environmental. Name of organization: \_\_\_\_\_
- ☐ Health Care Professional. Type: \_\_\_\_\_
- ☐ Labor/Other Worker. Name of organization: \_\_\_\_\_
- ☐ Local Government. Name: \_\_\_\_\_
- ☐ Public Interest/Civic Group. Name: \_\_\_\_\_
- ☐ Recreational User. Type: \_\_\_\_\_
- ☐ Retired or Former Worker. Former employer: \_\_\_\_\_
- ☐ Community Activity. Type: \_\_\_\_\_
- ☐ Scientist/Engineer. Type: \_\_\_\_\_
- ☐ Other: \_\_\_\_\_

### **Your Contribution**

Please describe why you want to serve on ORSSAB.

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Please list any technical, professional, or other certifications or degrees you hold that may be beneficial to the board. A technical background is not required; some members with non-technical backgrounds are desirable to ensure diversity of opinions and experiences.

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Please identify any areas of expertise, experience, or special skills you have that would make a valuable contribution to the purpose of the board.

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### **Membership Commitment**

If selected to serve on ORSSAB, I agree to attend board meetings and related training events, review background materials, and work cooperatively within the members to fulfill the purpose of the board. Furthermore, I understand that the commitment of time is expected to be on the order of 20 to 30 hours per month.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### **OPTIONAL**

DOE seeks a diverse membership with respect to race, gender, age, and geographic representation. Responses to the following are not required; however, this information may assist in ensuring that reasonable diversity is achieved.

Gender:      “ Male              “ Female

Age:              “ Under 30      “ 30 to 45      “ 45 to 65      “ Over 65

Ethnic Background: \_\_\_\_\_



## Oak Ridge Site Specific Advisory Board Conflict of Interest Statement

In the interest of maintaining public trust and credibility, individuals associated with high management responsibility for environmental management decisions may not serve on the Oak Ridge Site Specific Advisory Board.

### **Conflict of Interest**

Members shall not participate in board business or discussions involving a particular matter that will have a direct and predictable effect upon companies or organizations with which they are associated or which they have a financial interest, other than an impact as part of a class of entities.

Members shall refrain from any use of their membership that gives the appearance of being motivated by a desire for private gain.

Members should advise DOE and the board Chair of a potential conflict in advance of any discussion of such a topic and, at the time of the discussion, make their recusal a matter of record.

In addition, for the potential conflict of interest situation where a board member is a plaintiff in a legal action against DOE, the individual's membership on the board will be considered by the Deputy Federal Officer on a case by case basis, in consultation with both the Office of General Counsel at DOE Headquarters and the Office of Chief Counsel at the DOE Operations, Field or Site Office.

It is recognized that in our community many individuals, either directly or through family members, are associated with the DOE's activities in Oak Ridge. It is not DOE's intent to use this as a basis for exclusion; however, a policy of full disclosure must be upheld.

Therefore, employees of the DOE, the Environmental Protection Agency, and the Tennessee Department of Environment and Conservation; their contractors; and the immediate families of any of the aforementioned must identify any potential conflict of interest that may exist. Please identify below any of the potential conflict of interest categories that may pertain to you.

1. Are you or someone you are related to currently employed by one of the above listed agencies?

Yes \_\_\_\_ No \_\_\_\_ If yes, what is relationship: Self \_\_\_\_ Other \_\_\_\_

Agency \_\_\_\_ Occupation \_\_\_\_

2. Are you or someone you are related to currently employed by a contractor, subcontractor, consultant firm that currently is involved in DOE/Oak Ridge activities?

Yes \_\_\_\_ No \_\_\_\_ If yes, what is relationship: Self \_\_\_\_ Other \_\_\_\_

Firm \_\_\_\_ Occupation \_\_\_\_

3. Are you or someone you are related to a plaintiff in a legal action against DOE?

Yes \_\_\_\_ No \_\_\_\_ If yes, what is relationship: Self \_\_\_\_ Other \_\_\_\_\_

If you are uncertain whether or not your membership might pose a conflict of interest, please explain your reasons on the following lines. Please use back or additional sheets, if necessary.

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I understand that if I am appointed as an Oak Ridge Site Specific Advisory Board member, I agree to abide by the above conflict of interest guidelines. I also agree to notify DOE if any of the above conflicts arise while I hold this position.

Signature \_\_\_\_\_ Date \_\_\_\_\_